



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: CHILD CARE PROGRAM EVALUATOR 1*			Abbreviation: CC PRG EV 1
Class Code: 79636	OCC Code: 7	Analyst: EX	Effective Date: March 1, 2006

SUMMARY: Under close supervision, is responsible for learning to perform professional child care facility program evaluation work of average difficulty in the regulation of licensed or certified child care facilities and programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the professional Child Care Program Evaluator sub-series. An employee in this class learns to examine child care facilities for adherence with licensure and certification regulations, to investigate complaints against child care facilities, and to make recommendations for issuance, denial, or approval of licensure or certification. This class differs from that of Child Care Program Evaluator 2 in that the latter performs at the working level under general supervision.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Learns to inspect child care agencies to determine if they meet minimum state standards for annual licensure or certification with respect to safety, health, administration, physical facilities, and care of children: conducts on-site observations of child care facilities, before/after school-based programs, and early childhood education programs; examines facility and grounds to determine if play equipment and age-appropriate toys are adequate in quantity and variety, children with disabilities are provided equal opportunities in activities, and minimum square footage standards are met for indoor/outdoor play, naps, and classes; examines agency records to verify that required child, staff, and agency documentation is on file; discusses issues such as whether curriculum consists of all four elements of development (cognitive, emotional, social, and physical) with agency staff; observes staff interaction with children; compares inspection results against licensing criteria and eligibility requirements for voluntary programs; cites violations; rates the child care agency using a rating assessment system to provide an overall ranking of service quality.



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2. Learns to investigate child care facilities for alleged violations of licensure or certification laws and regulations including potential cases of child abuse, neglect, and illegal operations: reviews complaints to determine if unannounced on-site visit is warranted; asks individuals filing complaints, parents, agency staff, local authorities, or other involved parties for details regarding the complaint in order to build a case; gathers evidence during on-site visit, including pictures, videos, medical and agency records; evaluates information to support or negate allegations; drafts recommendations for action against agency based on investigation results; may testify in court about violations.
3. Learns to evaluate child care agencies and programs to determine eligibility for licensure or certification: verifies that applications, fees, and other required materials have been received; compares results from child care program evaluations, fire, safety, health, and environmental inspections, and plans of corrective action against licensure or certification requirements to verify that the agency meets minimum standards; forms conclusions from data collected to determine if license or certification is approved, suspended, denied, or revoked; presents licensing recommendations to supervisor.
4. Learns to provide training and technical assistance to child care providers regarding federal and state mandates and State Board of Education policies: identifies providers' training needs relating to children's health and safety, business development, budgeting, early childhood education, developmentally appropriate behavior management, or other needs based on observations, relevant law or policy changes, and discussions with providers; reserves training site; schedules speakers; conducts training demonstrations or lectures using educational materials and multimedia equipment.
5. Learns to coordinate interaction between child care agencies and government officials, suppliers, not-for-profits, or other groups: ensures the agency meets licensure or certification deadlines; refers agency to companies which can provide needed materials and services; contacts fire, health, environmental, and food agencies to request inspections for the child care provider; discusses child care agency information with law enforcement investigators, Tennessee Bureau of Investigation, Child Protective Services, Department of Health, attorneys, the media, and the general public; issues written statements to the public regarding ongoing investigations.



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6. Learns to provide counseling to existing or proposed child care agencies to develop and improve programs and physical facilities; answers questions regarding issues related to licensure or certification and voluntary programs, including concerns about applications, grants, and rating assessment systems; determines potential barriers to licensure compliance and unique needs of individual program including facility expansion, playground renovation, age-appropriate curriculum, and wheelchair accessibility; develops recommendations regarding how to solve problems or make improvements; presents potential solutions to the agency through discussions and written communications.

7. May learn to evaluate adult day care programs to determine eligibility for licensure with the State of Tennessee: inspects adult care facilities during operating hours to ensure minimum annual licensing standards are met; ensures agency maintains files for each participant, center is accessible to adults with disabilities, and meals are provided in a safe and sanitary manner; ensures program activities and therapy maximize the functional capacity of participants as outlined in individualized plans of care; investigates complaints about quality of care; cites violations; determines if licenses should be approved, suspended, denied, or revoked based on inspections.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.



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